

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**AUTO MECHANIC SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job serve as supervisors for coordinating and directing subordinate automotive mechanics, semi-skilled workers, and trades helpers, responsible for the operation, coordination, and quality control of a garage, or acts as assistant in a large departmental garage, or serves as repair supervisor in the state motor pool garage, or acts as a district equipment inspector.

There is one classification level in this job.

**Position Code Title – Auto Mechanic Supervisor-1**

Auto Mechanic Supervisor 11

The employee functions as first-level supervisors with responsibility for coordinating and directing subordinate automotive mechanics, semi-skilled workers, and trades helpers, responsible for the operation, coordination, and quality control of a garage, or acts as assistant in a large departmental garage, or serves as repair supervisor in the state motor pool garage, or acts as a district equipment inspector. The employee diagnoses difficult repair problems and provides training in skills such as hydraulics, diesel engines, welding, and fabrication of parts and tools.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Responsible for the operation, coordination, and quality control of a garage.

Oversees the overhauling and rebuilding of automobiles, trucks, tractors, pumps, cranes, buses and other standard or specialized gasoline, diesel, and manually operated fire fighting machinery and equipment.

Purchases and/or requisitions motor vehicles and equipment as well as tools, parts, materials, and supplies used in automotive repair and maintenance.

Oversees the receipt and checking of new vehicles and equipment for compliance to specifications.

Supervises such office work as stores, payroll, personnel, and accounts.

Diagnoses difficult problems and recommends repairs.

Inspects, tests, and adjusts equipment.

Contacts dealers on automobile warranty.

Supervises and participates in the fabrication and construction of specialized tools and equipment.

Prepares cost and material estimates.

Serves as a repair supervisor in the state motor pool garage.

Serves as a district equipment inspector.

Serves as an assistant in a large departmental garage.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of the standard practices, materials, tools, and equipment used in the repair of automotive engines and vehicles.

Knowledge of body and frame construction.

Knowledge of employee policies and procedures.

Knowledge of labor relations and applicable union contracts.

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Knowledge of office procedures.

Knowledge of equal employment opportunities and affirmative action practices relative to personnel actions.

Ability to read automotive diagrams, schematics, blueprints, and reference manuals.

Ability to monitor and evaluate problem and organizational performance in order to assess efficiency and effectiveness.

Ability to instruct and supervise the disassembly and assembly of auto engines and parts.

Ability to communicate effectively with others, both verbally and in writing.

### **Working Conditions**

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

### **Physical Requirements**

The job duties may require an employee to lift 50 pounds.

### **Education**

None.

### **Experience**

One year of experience equivalent to an Automotive Mechanic 10.

OR

Two years of experience equivalent to an Automotive Mechanic E9.

### **Special Requirements, Licenses, and Certifications**

Some positions may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

**Job Code Description**

AUTMCHSPV

Auto Mechanic Supervisor

**Position Title**

**Position Code**

**Pay Schedule**

Auto Mechanic Supervisor-1

AUTMSPV1

NERE-069

ECP Group 3  
8/20/2000  
SRA/VLWT